

# Checklist: Prior to ordering

December 2021

**For technical assistance using PEACH or HMI issues contact the Peach Help Desk on 0345 6073224**

(weekdays 07:00 to 22:00, Saturday 09:00 to 18:00, Sunday 09:00 to 14:00) and select option 1 for Government gateway issues and option 2 for all other queries. Send e-mail enquiries to both **PEACHenquiries@rpa.gov.uk** and **PEACHenquiries@apha.gov.uk**.

**For queries on Plant Health regulated goods please call The Imports Helpdesk on 0300 100 0313** (06:00 to 24:00 every day) or e-mail **phsi-importers@apha.gov.uk**

## Legal Disclaimer

The information contained in this document is provided for informational purposes only, and should not be construed as legal advice on any subject matter. You should not act or refrain from acting on the basis of any content included in this site without seeking legal or other professional advice.

For all current information and official guidelines, please visit the Defra / PEACH website via this link

<http://ehmipeach.defra.gov.uk/>

# Checklist: Prior to ordering

In order to be able to receive plants you've ordered with FlorAccess a few administrative steps have to be taken due to Brexit regulations.

This document describes what you'll need to prepare. These are the five steps you need to complete.

We know from experience this should take about 2-4 days to complete. This only needs to be done once.

You are good to go if you've completed these five steps.

- Step 1: Obtain an EORI number
- Step 2: Obtain a PEACH registration
- Step 3: Link FlorAccess as your PEACH agent
- Step 4: Register your business as a POD (Place of destination)
- Step 5: Inform FlorAccess you've completed all steps

# Explanation of steps

## Step 1: Obtain an EORI number

You can apply for an EORI number using this link:

<https://www.gov.uk/eori/apply-for-eori>

## Step 2: Obtain a PEACH registration

You can apply for a PEACH registration using this link:

<http://ehmipeach.defra.gov.uk/Default.aspx?Module=Register>

## Step 3: Link FlorAccess as your PEACH agent

To add us as your agent, please send an email to: [PeachEnquiries@apha.gov.uk](mailto:PeachEnquiries@apha.gov.uk)

The email needs to be sent from the same email address as you registered with PEACH.

Include in the email:

- Your Company name
- Your Peach ID
- Your registered business address.
- Confirmation that you would like to register us as an agent with the following details:

FLORACCESS  
C/O KEMP HOUSE  
152 - 160 CITY ROAD  
EC1V 2NX LONDON

## Step 4: Register your business as a POD (Place of destination)

**Step 4A** - Apply for a POD registration using this link:

<https://www.gov.uk/government/publications/place-of-destination-plants-and-plant-products>

**Step 4b** - Email the completed form to [PODRegistrations@apha.gov.uk](mailto:PODRegistrations@apha.gov.uk)

## Step 5: Inform FlorAccess you've completed all steps

You can do so by emailing us using [support@floraccess.com](mailto:support@floraccess.com)